Starting a Business in Alberta

Number One of a Series

Alberta
TOURISM AND
SMALL BUSINESS

Table of Contents

104-03592/

MINISTER'S LETTER

PREFACE

INTRODUCTION

CHAPTER 1 SERVICES TO BUSINESS AVAILABLE THROUGH THE ALBERTA DEPARTMENT OF TOURISM AND SMALL BUSINESS AND THE DEPARTMENT OF ECONOMIC DEVELOPMENT

TOURISM AND SMALL BUSINESS
- SMALL BUSINESS DIVISION
  - Small Business Branch
  - Regional Development Branch
- TOURISM DIVISION (TRAVEL ALBERTA)
  - Marketing Branch
  - Development Branch
  - Visitors Services Branch

NORTHERN DEVELOPMENT BRANCH

ALBERTA OPPORTUNITY COMPANY

ECONOMIC DEVELOPMENT
- DEVELOPMENT AND TRADE DIVISION
  - Industry Development Branch
  - Marketing Branch
  - Trade Development Branch
- POLICY AND PLANNING DIVISION
  - Transportation Services
  - Strategic Planning Branch
- ADMINISTRATION DIVISION
  - Financial Analysis

ALBERTA RESEARCH COUNCIL

ALBERTA TOURISM AND SMALL BUSINESS OFFICES

INTERNATIONAL OFFICES

CHAPTER 2 TYPES OF BUSINESS FORMATIONS
- Sole Proprietorships
- Partnerships
- Limited Companies
- Extra-Provincial Companies
- Obligatory Reports
- Co-operatives
- Foreign Companies

CHAPTER 3 LICENSES AND PERMITS
- Municipal Licenses
- Provincial Licenses
- Federal Licenses

CHAPTER 4 BUYING A BUSINESS

WITHDRAWN

CHAPTER 5 EMPLOYERS' RESPONSIBILITIES

Unemployment Insurance
Canada Pension Plan
Employees' Income Wage Deductions
Health Care Insurance
Workers' Compensation Board
Labour Standards
Unions and Employee Associations

CHAPTER 6 TAXES

Limited Companies
Proprietorships and Partnerships
Capital Cost Allowance (Depreciation)
Sales Tax
Excise Tax
Customs Duties
Municipal Taxes
Business Records

CHAPTER 7 PATENTS, COPYRIGHTS, TRADEMARKS AND INDUSTRIAL DESIGNS, AND OTHER ITEMS OF GENERAL INTEREST

Patents
Trademarks
Copyrights
Industrial Designs
Metric Conversion
Packaging and Labelling
Weights and Measures
Immigration and Citizenship
Checklist for Starting a Business in Alberta

APPENDIX

A Directory of Addresses and Telephone Numbers of Government Regulatory Offices

Minister's Letter

Alberta

TOURISM AND SMALL BUSINESS

403/427-3162

104 Legislative Building
Edmonton, Alberta, Canada
T5K 2B6

Office of
the Minister

July, 1980

"Starting a Business in Alberta" was first released in the spring of 1978 as number one in a series of small business guides. They were written for those Albertans who have a personal interest in small business, and for the significant contribution a vibrant and healthy small business sector makes to Alberta's economy.

The small business guides have been very well received, with over 116,000 released to June 1, 1980. We have received many expressions of appreciation plus suggestions for additional topics. The initiative, imagination and entrepreneurship of our Alberta business community has contributed greatly to the prosperity we enjoy today.

The Small Business Division is here to serve the needs of the small businessman and to meet the challenges of the future. With this thought in mind, I invite you to submit your thoughts or suggestions on changes or additional information you feel should be included in these small business guides to better fit your needs.

Management skills and economic performance are key factors in operating a business. I hope that these small business guides will provide insight into all the requirements for starting, financing, marketing and operating a small business in Alberta.

Yours sincerely

J. Allen "Boomer" Adair
Minister of
Tourism and Small Business

Starting a Business in Alberta

The purpose of this handbook is to provide a concise description of how to establish a business in Alberta. Although the information contained in the handbook is specifically oriented to the small businessman, it applies equally to larger concerns. Each topic is given brief treatment since the intention is to encourage new businessmen to directly contact the agencies involved to obtain more detailed and expert advice.

"Starting a Business in Alberta" is one of a series of handbooks prepared by the Department of Tourism and Small Business. Other publications in this series are "Financing a Business in Alberta", which offers advice on how to fund small businesses; "Marketing for the Small Manufacturer in Alberta", deals with product, pricing and promotion in a small business environment. Three further publications in the series are "Operating a Small Retail Business in Alberta", "Operating a Small Service Business in Alberta" and "Operating a Small Manufacturing Business in Alberta.". These booklets are available at no charge from the Department of Tourism and Small Business offices, at the addresses listed on Page 4 of this publication.

Department of Tourism and Small Business
Government of Alberta

June 1980 - Fourth Printing
Communications 8006 15M

Introduction

Going into business for oneself is often a tough decision, but once you have made the decision, it is probably easier than you think.

Firstly, it is a good idea to develop a business plan. The better prepared you are to properly assess the potential risks involved, the more likely you are to overcome problems when they occur. In other words, attempt to establish the business on a sound base from the beginning.

Before risking any money, you should attempt to assure yourself that the business will be viable. By doing this, you should be able to answer the following questions favourably:

- Is the business in the most suitable location?
- Is there a market for your goods or services?
- Do you have adequate financing?
- Do you have the skills necessary to operate the business successfully and are you prepared to make personal sacrifices for the business?
- Are there prospects for the business to grow?
- How much competition can you expect?

Attempt to obtain all information possible about the business before making the decision to go ahead. Once you have made the decision to go into business, keep in mind the following tips offered by successful businessmen:

- Keep expenses low.
- Seek financial assistance at the outset, not after you have used available cash.
- Avoid putting a lot of your own cash into fixed assets such as office furnishings and vehicles.
- Maintain provision for retirement income, accident and medical insurance both for yourself and employees.
- Seek accounting advice to set up your own books. Keep a proper set of records.
- Be familiar with the legal requirements regulating your business.
- Develop a credit policy.

Chapter One

Services to Business Available Through The Alberta Department of Tourism and Small Business and the Department of Economic Development

The Alberta Department of Tourism and Small Business functions as an agent of the business sector. Its goals are to support and encourage the business community by stimulating new business establishments as well as the expansion of existing ones. The department has a number of branches offering services to business at no charge.

DEPARTMENT OF TOURISM AND SMALL BUSINESS

SMALL BUSINESS DIVISION

SMALL BUSINESS BRANCH

- Provides counselling assistance to small businesses engaged in the manufacturing, retailing and service sectors. Administers management assistance programs throughout Alberta. Researches methods and generally promotes the interests of Alberta small businesses.

REGIONAL DEVELOPMENT BRANCH

- Has offices throughout Alberta staffed by representatives experienced with business problems and knowledgeable about government services available to businesses. Promotes economic growth in all regions of the province. Identifies site locations for new or expanding businesses.

TOURISM DIVISION (Travel Alberta)

MARKETING BRANCH

- Responsible for all marketing activity to promote Alberta as a travel destination. Provides market information for the travel industry. Develops and promotes new products and destinations. Co-ordinates conventions, incentive travel groups and independent vacation travel to and within Alberta.

DEVELOPMENT BRANCH

- Co-ordinates long-range planning and development for the travel industry in Alberta. Provides consulting advice for resort development, including design planning, market and economic feasibility and user-demand analysis for small tourism businesses.

VISITORS SERVICES BRANCH

- Provides travel counselling literature and information services to the public. Provides advice to business on plant and facilities development, manpower, technology and administers operating standards required for Travel Alberta certification and promotional support.

NORTHERN DEVELOPMENT BRANCH

- Promotes economic development in northern Alberta, particularly in those areas relatively disadvantaged. Assists local government institutions in northern Alberta. Works toward improving services to the people and communities of northern Alberta.

ALBERTA OPPORTUNITY COMPANY

- The Alberta Opportunity Company is a crown corporation reporting to the legislature through the Minister of Tourism and Small Business. It promotes the development of Alberta's resources and the general growth and diversification of the Alberta economy; and provides direct loans or guarantees of loans.

The Alberta Opportunity Company has offices in Ponoka, Calgary, Edson, Edmonton, Grande Prairie, Lethbridge, Medicine Hat and St. Paul.

DEPARTMENT OF ECONOMIC DEVELOPMENT

DEVELOPMENT AND TRADE DIVISION

INDUSTRY DEVELOPMENT BRANCH

- Identifies business opportunities by sectors. Provides specialized counselling for the chemical, motion picture and T.V. film, forest products, manufacturing and steel industries. Assists in arranging joint ventures and manufacturing licenses. Evaluates government programs affecting business.

MARKETING BRANCH

- Supports Alberta manufacturers, producers and service companies in identifying marketing opportunities in the domestic and international markets. Develops long term trade strategies in co-ordination with the Federal and Foreign government institutions to improve access to export markets.

TRADE DEVELOPMENT BRANCH

- Assists Alberta's private business sector to enter into the export market by exposing them to market opportunities abroad. Encourages Alberta's manufacturers and processors to enter into trade fairs and shows. Initiates small trade shows. Introduces foreign buyers to Alberta's industry.

POLICY & PLANNING DIVISION

TRANSPORTATION SERVICES

- Provides economic, operating and other advice on physical distribution situations, by all modes of transport, both domestic and international. It also provides technical assistance in the area of passenger transportation and industry, both for daily worker transport and business travel.

STRATEGIC PLANNING BRANCH

- Prepares economic and market studies for the public and private sectors. Assists in recommending policies and programs for the Department of Economic Development. Prepares general business information to assist the business community.

ADMINISTRATION DIVISION

FINANCE

- Provides a consultation service on financial problems for large and special projects.

ALBERTA RESEARCH COUNCIL

- Alberta Research Council is also a crown corporation reporting to the legislature through the Minister of Economic Development. It provides specialized technical assistance for Alberta business, and undertakes pure research in areas that could potentially enhance Alberta's economy, and undertakes contract research for Alberta companies.

ALBERTA TOURISM AND SMALL BUSINESS OFFICES

Contact any Alberta Tourism and Small Business Office for assistance.

HEAD OFFICE EDMONTON	Capitol Square 10065 Jasper Avenue Edmonton, Alberta T5J 0H4 Ph. 427-3685
CALGARY	5th Floor 999 - 8th St. S.W. Calgary, Alberta T2R 1J5 Ph. 261-6284
CAMROSE	Provincial Building 4909 - 48 Street T4V 1L7 Ph. 672-4411
EDSON	Provincial Building P.O. Box 2490 T0E 0P0 Ph. 723-3343
GRANDE PRAIRIE	102 Provincial Building 9905 - 100 Street T8V 1B9 Ph. 532-2230
RED DEER	Provincial Building P.O. Box 5002 T4N 5Y5 343-5111
LETHBRIDGE	2nd Floor, Provincial Building 200 - 5 Avenue S. T1J 4C7 Ph. 329-5414
MEDICINE HAT	217 Provincial Building 770 - 6 Street S.W. T1A 0G9 Ph. 529-3630
PEACE RIVER	101 Provincial Building Postal Bag 900 T0H 2X0 Ph. 624-6113
ST. PAUL	Provincial Building P.O. Box 1688 T0A 3A0 Ph. 645-4475

ALBERTA TOURISM AND SMALL BUSINESS OFFICES

INTERNATIONAL OFFICES: DEPT. OF ECONOMIC DEVELOPMENT

EUROPEAN OPERATIONS	Alberta House 37 Hill Street London W1, England Ph. AC 01 499 3061
WESTERN U.S. OPERATIONS	#703, 510 West 6 Street Los Angeles, California 90014 Ph. (213) 624 6371
S.E. ASIA OPERATIONS	7th Floor, Akasaka Tokyu Bldg. 14 3 2 Chome, Nagata Cho Chiyoda Ku Tokyo, Japan Ph. 501 3011

Chapter Two

Types of Business Formations

The type of business organization chosen can be important to the functioning of the business operation. There are four types of business organizations:

1. Sole Proprietorships
2. Partnerships
3. Limited Companies
4. Co-operatives

1) SOLE PROPRIETORSHIPS

The proprietorship is the simplest form of business organization. The proprietor assumes all responsibilities for the business including financing, operation, taxes, and accepts all profits or losses. If the business fails, the owner must assume total liability. This means all assets, whether business or personal, can be legally taken and used to discharge the liability.

An individual who operates a business under a name other than strictly his own name, must register the business name with Central Registry, Attorney General's Department, in compliance with The Partnerships Act.

2) PARTNERSHIPS

a) General Partnership

A partnership is a slightly more complex method of starting a business. A commercial partnership exists when two or more people engage in a joint business venture. The members are jointly and severally liable for the debts of the partnership. This means that one partner can be held responsible for all debts and obligations incurred in the name of the business by another partner. He can also be held responsible for any wrongful act or omission by other partners acting in the ordinary course of the firm's business. All partnerships must be registered.

When entering into a partnership, it is advisable to have a notarized agreement drawn up between the partners which provides for the following:

- Objectives of the partnership
- Date of company commencement
- Amount of investment to be contributed by each partner
- How profit and losses are to be shared
- Duties and participation of the partners
- Provisions in the event of death (often partners purchase insurance on each other's lives so that the surviving partner can purchase the firm from the deceased's estate)
- Duration of the agreement
- Special conditions
- Dissolution of the partnership

b) Limited Partnership

This is a special arrangement whereby a person may contribute financially but cannot be engaged in conducting the affairs of the partnership. A limited partner is normally only liable to the firm or its creditors to the extent of the capital he has agreed to contribute towards the partnership. To remain a limited partner, a person must take no part in the management of the

firm or act on behalf of the company, or he becomes a general partner. The declaration for a limited partner (signed before a notary public) must be filed with the Supreme Court for the judicial district in which the principal place of business is to be.

ADVANTAGES OF PROPRIETORSHIPS AND PARTNERSHIPS

- Organization is flexible and informal
- Easy to start
- No incorporation fee. Registration charge is $1.00. for proprietorships and partnerships.
- Ease of keeping accounts. All profits are the property of the owners and are taxed at personal rates. Business losses can be deducted from personal income for income tax purposes.

DISADVANTAGES OF PROPRIETORSHIPS AND PARTNERSHIPS

- Except for limited partners, single proprietors and partners in a business agreement can be held personally liable for all debts and judgments against the business.
- In a partnership, each partner can be held personally responsible for obligations placed on the business by other partners.
- Risk agreement amongst partners.
- Profits are personally taxable.
- The company ends with the death of a partner or of the proprietor.

NOTE: It is necessary to register the name of a new business if it is not incorporated. The prime objectives of this registration are: i) to protect the names of established business from infringement by those of new enterprises, and; ii) to make known to the public the ownership if it is not apparent from the name. All members of a partnership and every other person required to file a Declaration under The Partnership Act and who fail to comply with the Act respecting filing are guilty of an offence and are liable upon summary conviction to a fine.

Partnerships, proprietorships, trade names and agreements for limited partners may be registered at:

Central Registry
15th Floor, Century Place
9803 - 102A Avenue
P.O. Box 1970
Edmonton, Alberta T5J 3E2
Ph. 427 5104

or at the Law Courts Building (Court House) in all centres throughout the province.

3) LIMITED COMPANIES

The terms "corporation," "incorporated company," "limited company," are synonymous.

Since becoming incorporated can be a relatively complicated procedure, it is advisable to seek legal counsel. However, it is possible to do the incorporation by yourself. Contact the Companies Branch of the Department of Consumer and Corporate Affairs for further information.

Advantages of incorporating are:

(i) Limited liability — the limited company forms

a distinct legal entity apart from the owners (shareholders). Therefore, no member of the company can be held personally liable for the debts, obligations or acts of the company except to the extent of his actual investment in shares.

(ii) The life of the limited company does not end with the death of a shareholder.

(iii) Ownership of a limited company can be easily transferred by the selling of shares, without upsetting the management of the business.

(iv) There are certain tax advantages with incorporation.

(v) A limited company may find it easier to raise capital. Investors can purchase stock without becoming personally liable for the business operations.

The major disadvantages of establishing a limited company are the costs involved in incorporating and the additional records required to be kept.

A company may be incorporated either as a public company or as a private company. To become a public company, a prospectus must be filed with the Alberta Securities Commission. A public company must employ outside auditors and publish yearly financial statements. The major advantage of a public company is that it can raise capital by selling shares to the public.

A private company cannot have more than 50 shareholders, excluding employees, cannot issue an invitation to the public to purchase its shares or debentures and the right to transfer its shares is restricted. However, to incorporate privately is a much easier process than incorporating publicly.

Companies may be incorporated either federally, under The Canada Corporations Act, or provincially, under The Alberta Companies Act. While the incorporation procedures are similar, there are differences which should be taken into consideration. A company incorporated federally must also register in each province in which it does business. A company incorporated in Alberta can operate within the province but would have to register as an extra provincial company if it wished to expand into other provinces.

EXTRA PROVINCIAL COMPANIES

If the company is incorporated elsewhere within Canada to do business in Alberta it is necessary to register with the Companies Branch, Alberta Consumer & Corporate Affairs, as an extra-provincial company. This holds true even if it is already incorporated by Letters Patent under The Canada Corporations Act.

OBLIGATORY REPORTS

The Companies Act states that an annual report must be filed with the Companies Branch each year within one month of the anniversary date of incorporation. Every extra-provincial company must file an annual report by March 1st of each year, containing information on its operation for the previous calendar year. The form and content of these reports are outlined in The Companies Act.

To incorporate in Alberta, the following documents must be filed:

(i) A Memorandum of Association
(ii) Articles of Association
(iii) A Notice of Registered Office

An application for incorporation must be signed by a Notary Public.

For further information about incorporating contact:

The Companies Branch
Alberta Consumer and Corporate Affairs
14th Floor, Century Place
9803 - 102A Avenue
Edmonton, Alberta T5J 3A3
Ph. 427-2311

4) CO-OPERATIVES

A co-operative is a special form of business organization, different from an ordinary corporation, but is still able to enter into contracts under its own corporate name. Liability for the individual members of a co-operative is limited to the extent of the value of shares held.

Each member of a co-operative only has one vote, no matter how many shares he possesses. Dividends are paid according to patronage and not by the number of shares held.

Co-operatives must be incorporated and contain the word "co-operative" in their name. It is an offence to carry on business under the name of a co-operative if not in compliance with the regulations put forward in The Co-operative Associations Act. Applications for co-operatives are approved by the Co-operative Development Branch and then forwarded to the Companies Branch for incorporation.

Contact: Co-operative Development Branch
Alberta Consumer and Corporate Affairs
Provincial Building
Stettler, Alberta
Ph. 742-4481

FOREIGN COMPANIES

To locate in Alberta, a foreign company simply makes application for registration as an extra-provincial company with the Companies Branch. A copy of the Supplementary Letters Patent from the jurisdiction where the company had originally incorporated must be included in the application.

If the company does not have an office in Alberta, it is necessary that the company appoint a person as a registered attorney, resident in Alberta, to represent the company. It is expected that a foreign company comply with Alberta laws, licenses and taxes.

A foreign company investing in Canada also has to comply with the Foreign Investment Review Act. By this act, the Federal Government reviews potential investment in Canada to determine if the investment will offer significant benefit to Canada. Not all foreign investments apply to this act but it is best to contact the nearest office of the federal Department of Industry, Trade and Commerce to avoid any problems or:

Alberta Department of Economic Development
9th Floor, Pacific Plaza
10909 Jasper Avenue
Edmonton, Alberta T5J 3L9
Ph. 427-2005

Chapter Three

Licenses and Permits

In some instances, the regulations regarding licenses and permits can be complex. Business Licenses serve to protect the public and established businesses from unfair trade practices; provide information for tax assessment; assist with labour and health regulation enforcement; and promote orderly economic growth in Alberta's municipalities. For some businesses, more than one license is required as there could be two levels of government regulating different aspects of the business.

MUNICIPAL LICENSES

Each local government has the authority to issue its own business licenses within its jurisdiction. Since there is no uniformity throughout the province regarding municipal licenses for business, it would be wise to consult with the appropriate local officials to determine if your business is affected by local regulations, licenses or zoning requirements.

Outside of all cities and towns, business development must conform with zoning requirements. These requirements are administered by either the local county concerned, the municipal district, a regional planning commission or the Provincial Planning Board land use regulations. Approval from one of these bodies is necessary to construct a commercial building in the rural areas. For further information, contact the Provincial Planning Board, 909 Jarvis Bldg., 9925 - 107 Street, Edmonton, T5K 2H9, phone 427-4864.

In Calgary and Edmonton, all businesses are required to conform to city zoning or land use regulations. Generally speaking, where city business licenses are required, they are intended to control businesses which pose special problems to health, fire safety, disturbance to the physical and social environment and so on. If the business is one for which a license is necessary, zoning clearance must be obtained before the license can be issued.

For further information regarding municipal business regulations, contact the Secretary Treasurer of the city, town, village or rural municipality where the business will be located. For zoning approval in Edmonton or Calgary, contact:

City of Edmonton
Zoning Branch
Planning Department
6th Floor, City Hall
Ph. 428-5881

City of Calgary
Current Operations
Planning Department
615 Macleod Trail S.E.
Ph. 268-5311

For business licenses in Edmonton or Calgary, contact:

City of Edmonton
License Branch
11th Floor
Centennial Building
10015 - 103 Avenue
Ph. 428-5302

City of Calgary
License Department
3rd Floor
Administration Bldg.
Ph. 268-5521

NOTE: The Alberta Department of Economic Development has published a handbook entitled "Licences, Permits and Certificates". This guide provides a reference whereby all applicable business legislation is cross indexed with business sectors. The handbook is available at no charge from the Economic Development Representative in your area.

PROVINCIAL LICENSES

Alberta Consumer and Corporate Affairs issues licenses to all retail and wholesale businesses. All businessmen are advised to check with them for license requirements.

Contact: CONSUMER AND CORPORATE AFFAIRS

CALGARY	222 Century 20 7015 McLeod Trail South Box 5880, P.O. Station 'A' Calgary T2H 2M9 Ph. 261-6441
EDMONTON	3rd Floor, Capilano Square 9945 - 50 Street T6A 3X5 Ph. 427-5782
FORT McMURRAY	9809 Main Street T9H 2K5 Ph. 743-1231
LETHBRIDGE	Rm. 501 Professional Bldg. 740 - 4 Avenue S.W. T1J 0N8 Ph. 329-5360
PEACE RIVER	Bag 900 10036 - 100 Street T4N 5Y5 Ph. 624-1214
RED DEER	Box 5002 5008 Ross Street T4N 5Y5 Ph. 343-5241

SPECIAL BUSINESS LICENSES

There is legislation requiring the following businesses to obtain special licenses. Addresses and telephone numbers for the licensing authorities of these businesses are found in the Appendix.

ALBERTA AGRICULTURE licenses most businesses dealing directly with agriculture. (See Appendix for addresses).

HIGHWAY DEVELOPMENT

Land use along provincial highways is strictly controlled. A permit from the Roadside Development Branch, Alberta Transportation, is required for commercial development within one-half mile of a highway outside of villages, towns or cities.

SAWMILLS, TIMBER CUTTING OPERATIONS require a license to operate from the Timber Management Branch, Alberta Energy and Natural Resources and a sawmill operating licence from the Alberta Department of Consumer and Corporate Affairs.

NURSING HOMES are licensed by the Hospital Services Commission.

MINES, OIL AND GAS DRILLING, PIPELINE CONSTRUCTION PERMITS are granted by the Energy Resources Conservation Board.

PRIVATE INVESTIGATORS, SECURITY AGENCIES, LOCKSMITHS AND GUARDS are licensed by the Law Enforcement Branch, Department of the Solicitor General.

PUBLIC LANDS AND WILDLIFE, Fish and Wildlife Division, issues licenses for guides and outfitters, dog trainers, taxidermists, tanners, furriers and fur buyers, traplines, commercial fishing, fish marketing, and game or bird farms.

CEMETERIES are approved by the Provincial Board of Health.

LIQUOR LICENSES

Before renting or building facilities to serve liquor, contact the Liquor Control Board for information as there are rigid requirements in regard to design and operation. The Liquor Control Board licenses all motels, hotels and restaurants where liquor is served.

COMMERCIAL TRUCKING AND BUS OPERATIONS

Apply for operating authority to the Alberta Motor Transport Board.

EMPLOYMENT AGENCIES

All agencies involved in placement or helping people to seek employment must be licensed by the Department of Advanced Education and Manpower.

THEATRES require a fire safety license from the General Safety Services Division, Alberta Labour.

INSURANCE AND REAL ESTATE

Agencies and salespeople are licensed by the Insurance and Real Estate Branch of Consumer and Corporate Affairs. Offices are maintained in Calgary, Red Deer, Lethbridge, Peace River and Edmonton.

HOMES FOR SPECIAL CARE, DAY CARE CENTRES, FOSTER HOMES

Contact Homes & Institutions Branch, Social Services & Community Health.

PRIVATE SCHOOLS

All training schools operated for profit must be licensed by Trades School Administration Office, Alberta Advanced Education & Manpower.

TRADESMEN

By The Manpower Development Act of 1976, certain types of tradesmen have regulations governing their apprenticeship but trade certification is not mandatory in order to practice their craft. The tradespeople listed below require a journeyman's certificate or must be in an identured apprenticeship program to work at their vocation.

Auto Body Mechanic	Plumber
Barber	Radio Technician
Beautician	Refrigeration Mechanic
Electrician	Sheet Metal Mechanic
Elevator Constructor	Steamfitter
Gasfitter	Welder
Heavy Duty Mechanic	Motor Mechanic

Contact: Alberta Advanced Education & Manpower
Apprenticeship Branch & Trade Certification

EDMONTON 10926 - 119 Street
T5H 3P5
Ph. 427-3722

CALGARY 6th Floor, Alberta Place
1520 Fourth Street S.W.
T2R 1H5
Ph. 261 6457

ENVIRONMENT

Any industry emitting waste materials into water or the atmosphere requires permits to construct and licenses to operate under The Clean Air Act and The Clean Water Act. Also, any industry withdrawing water from any natural source requires a license.

Contact: Alberta Environment
Standards and Approval Division

GENERAL SAFETY

The General Safety Services Division of Alberta Labour is responsible for providing the safest possible environment through the activities of its seven branches:

Boilers and Pressure Vessels
Building Standards
Electrical Protection
Elevator and Fixed Conveyances
Fire Protection
Gas Protection
Plumbing Inspection

A number of permits and licenses are issued for services and products which could affect the safety of Albertans. An inspection service is also provided for electrical, gas and plumbing installations, and to enforce construction standards. For further information, contact:

Alberta Labour
General Safety Services Division
8th Floor, I.B.M. Bldg.
10808 - 99 Avenue
Edmonton, Alberta T5K 0G5
Ph. 427-3680

FEDERAL LICENSES

The Federal Government has wide licensing powers within the field of agriculture, manufacturing, communication and inter-provincial or international transportation. The following list contains some of the more pertinent federal licensing requirements relating to Alberta business:

(1) The federal Department of Agriculture controls the manufacture of fertilizers and pesticides and issues permits for the import and export of agricultural products.

(2) Certain materials and equipment are classified as being strategic and a permit is required from the Department of Industry, Trade and Commerce for export. Exports to certain countries also require permits.

(3) The Civil Aviation Branch of Transport Canada controls the licensing of all pilots and aircraft.

(4) Broadcasting stations, ham radios, two-way radios and citizen band radios require broadcasting licenses from Communications Canada.

(5) Fish processing companies and companies or individuals operating fishing vessels may obtain information on licensing from the Department of Fisheries and Environment, Fish & Marine Service.

Information on which federal department deals with specific licences can be obtained at the Federal Business Information Centre. In Alberta they can be reached at:

500 MacDonald Place
9939 Jasper Avenue
Edmonton, Alberta T5J 2W8
Ph. 420-2944 or Call toll free:
Zenith 0-3200

Chapter Four

Buying a Business

The alternative to starting a business is purchasing an existing business. It offers many advantages such as avoiding start-up problems and a proven profit picture but it can also be risky if not undertaken in a careful manner.

EVALUATING A BUSINESS

The decision to buy a business can be one of the more important judgments in your life. Yet a surprising number of people rush into this type of transaction without adequate investigation. Take time to obtain as much information as possible about the business. Often the buyer is tempted to quickly make a bid for the business to avoid missing a "golden opportunity". However, the buyer as an investor should remember the effort that was required to earn the money to be invested and realize the liabilities that could occur should the business fail.

It is wise to be familiar with why the business is for sale. The seller may give ill health as the reason for selling but the true reason may be a declining business. The buyer may figure that with better management the business can be improved, but in many cases this is an exercise in disillusionment.

Attempt to determine if the type and size of business you are contemplating buying is compatible with your interests, talents, personality and capital. Be sure that you can adequately finance the purchase of the business plus allow for sufficient operating capital. Once the deal has been struck, the takeover should be effected as soon as possible to avoid inventory depletion or the creation of ill-will. A sales agreement or contract should not be signed without a lawyer's advice.

If the buyer is purchasing the accounts receivable, they should be carefully assessed as to their collectibility. Old accounts should be properly discounted to reflect the difficulties associated with collection. The buyer should also review with the seller all liabilities he is to assume. An attempt to discover if there are any liens, unpaid bills, chattel mortgages, back taxes, etc., not shown on the balance sheet should be made. It is advisable that all liabilities to be assumed by the buyer be put in writing.

The only true method of evaluating the worth of a business is to attempt to ascertain its future profit potential. Obtain the business financial records for at least the past three years. Carefully analyze records such as past balance sheets, profit and loss statements, tax returns, purchases and sales, and bank deposits. If the seller will not provide these figures it could be a warning sign that something might be amiss. With the benefit of this information attempt to project the future profitability of the business.

The assets of the company both tangible and intangible should be reviewed to determine their value and to make sure they are transferable. Tangible assets include inventory, furniture, building, land lease and accounts receivable. Intangible assets include business reputation, customer lists, image, supplier relations, trade marks, copyrights and trained personnel. One method to accomplish the transaction could be to simply purchase the assets but not the liabilities of the company.

The determining factor in arriving at a price is WHAT IS THE FUTURE EARNING POTENTIAL OF THE BUSINESS? It makes no difference how long or how much a previous owner has put into the business, you want to make sure that you can get a fair return for your time and money. Three things to consider are:

Fixed Assets — What is their market value and replacement value?

Goodwill — (Intangible assets). These are only worth something if they will generate extra revenue in the future; if they won't then don't pay for them.

Opportunity Cost — Given the same amount of risk and hard work, what would other investments show as a return? How does this compare with your business?

Buying a business can be very complicated. The buyer should consult with a lawyer and an accountant. Agreements should be in writing and cover all essential points particularly what assets are to be purchased, what liabilities are to be assumed and when the business is to be taken over.

Chapter Five

Employers' Responsibilities

An employer has responsibilities directly towards employees and towards the government in respect of employees.

UNEMPLOYMENT INSURANCE, CANADA PENSION PLAN AND EMPLOYEES' INCOME WAGE DEDUCTIONS

Under federal law, it is required that all employers collect Unemployment Insurance premiums, Canada Pension Plan contributions and personal income tax on behalf of the government. Remittances for Unemployment Insurance and the Canada Pension Plan are shared by the employee and the employer. Revenue Canada — Taxation provides guides free of charge which give easy-to-follow instructions on the amounts to be deducted. New employers are encouraged to obtain this information package.

Usually these three types of wage deductions are deducted together and remitted as a lump sum payment to Revenue Canada — Taxation. Deductions must be remitted by the fifteenth day of the month following the month where wages have been paid. Remittances can be made through any branch of a chartered bank or to the Taxation Data Centre, Winnipeg, Manitoba.

When in the position of hiring personnel, an employer must contact Revenue Canada to obtain an employer's account number and forms to be completed.

After the end of the calendar year, but before February 28, employers are required to give employees T4 Supplementaries showing total wages, income tax deductions and Canada Pension Plan and Unemployment Insurance deductions.

A T4 T4A Summary Return with copies of employee T4 and T4A Supplementaries must be filed with Revenue Canada — Taxation by February 28. Fines can be levied for failure to comply with this deadline.

Self-employed people are responsible for the entire annual contribution to the Canada Pension Plan. They must remit income tax and pension plan payments in quarterly installments giving their social insurance numbers. Sole proprietorships and partnerships do not contribute towards unemployment insurance for themselves. In a limited company, if you in combination with your spouse own less than 40% then you contribute towards unemployment insurance. If you own more than 40% together with your spouse you do not contribute.

Contact Revenue Canada — Source Deductions

EDMONTON	9820 - 107 Street T5K 1E8 420-3550
CALGARY	Calgary Public Bldg. 220 - 4 Avenue S.E. T2G 4X3 Ph. 231-4101

The Unemployment Insurance Commission has offices in most major centres in Alberta. In Edmonton, they are located at 10704 - 102 Avenue T5J 0G2, Ph. 420-2207

HEALTH CARE INSURANCE

The Health Insurance Premiums Act and Regulations state that all employers with five or more eligible employees, owners and partners included, are required to form an "employer group"

for payroll deduction of medicare premiums. An employer with less than five eligible employees may form a "designated group" on a voluntary basis but once formed must abide by the regulations as they apply to an "employer group".

Once a group is in existence, it is the employer's responsibility to cover all eligible employees and make the necessary payroll deductions on a monthly basis. The rates are not reduced for group coverage. The employer is under no obligation to pay a portion of the premium unless he wishes to do so as an employee benefit.

For further information contact the Alberta Health Care Insurance Commission in Edmonton at 118 Avenue and Groat Road, P.O. Box 1080, T5J 2M2, phone 427-1400, or Calgary at 629B - 7 Avenue, S.W., T2P 0Y9, phone 261-8314.

WORKERS' COMPENSATION BOARD

Most industries in Alberta are covered by The Workers' Compensation Act. This act provides for the compensation of workers who are injured in the course of their employment.

Employers in the industries covered by the act are responsible for the payment of assessments to the Workers' Compensation Board. The assessment is based on the employer's payroll at a rate determined by the type of industry he is conducting in Alberta.

From these assessments, the board derives the necessary funds to administer the act which includes the payment of compensation, medical aid, pension awards and rehabilitation on behalf of injured workers. Such assessments are payable by the employer and the act prohibits the employer from requiring his employee to contribute to the assessment or to forego his right to compensation. In return, the employer is protected against legal action by his workers who are injured during and in the course of their employment. For industries included under the act, all workers are legally entitled to compensation benefits whether or not their employer has established an account with the board. If an account has not been opened and an accident occurs, the employer may be held responsible for part of the claim cost

To avoid possible penalties, it is important that the employer contact the Workers' Compensation Board to determine if his industry is included under the act, and if so, that an account oe opened within 10 days of the employment of workers.

For full information concerning the employer's responsibilities under The Workers' Compensation Act, contact the Workers' Compensation Board, 9912 - 107 Street, P.O. Box 2415, Edmonton, or check with the nearest Workers' Compensation Board in Calgary, Grande Prairie, Lethbridge, Medicine Hat or Red Deer.

LABOUR STANDARDS

The Labour Standards Branch of Alberta Labour is responsible for administering the labour standards provisions under The Alberta Labour Act, 1973. Some of the more important sections include:

(a) Minimum Wage
Employees' wages cannot be less than legislation permits.

(b) Hours of Work
Allowable hours of work are eight hours in a day with a maximum of 44 hours in a week.

(c) Days of Rest
An employer shall allow an employee at least 24 consecutive hours of rest in each consecutive period of seven days.

(d) Overtime
Overtime is payable at not less than one and one half times the employee's regular rate of pay.

(e) Vacations with Pay
With the exception of construction workers, after 12 months of employment, employees are entitled to two weeks vacation with pay in the following 12 months. For a lesser period of employment than 12 months, 4% of the gross regular earnings shall be paid on termination.

(f) Public Holidays
There are eight days in the year declared by order to be general holidays. They are New Year's Day, Good Friday, Victoria Day, Dominion Day, Labour Day, Thanksgiving Day, Remembrance Day and Christmas Day. Where an employee has worked 30 days in the 12 months preceding the general holiday for an employer, the employee must be paid for the day if the business is closed. If the employee works on a general holiday, he must be paid at time and one half or given time off in lieu of at a later date.

(g) Vacation and General Holiday Pay in the Construction Industry are special cases and the Labour Standards Branch should be consulted.

(h) Notice of Termination of Employment
Employers must give written notice of termination of employment to the employee:
- (i) 7 days previous to termination, if the period of employment is greater than three months but less than two years;
- (ii) 14 days previous to termination, if the period of employment is two years or more;
- (iii) or pay in lieu of notice.

Certain employees are exempt.

(i) Maternity Leave
A pregnant employee who has worked 12 months for an employer has the right to leave without pay for 12 weeks prior to birth and six weeks after. If complications occur, the period can be extended to nine weeks after birth.

Generally speaking, at the end of each pay period, the employer must give the employee a complete breakdown of the method used to calculate pay, including deductions. An employer must also maintain payroll records and deductions for possible inspection.

For complete information on the above and on such matters as meals and lodging, uniforms, minimum wages for students, and laws governing working conditions for adolescents and young persons, contact the Labour Standards Branch of Alberta Labour at its offices in Lethbridge, Medicine Hat, Grande Prairie, Red Deer, Edson, St. Paul and Calgary, or contact the Edmonton Regional Office, #403, 10339 - 124 Street, T5N 3W1, phone 427-3731.

UNIONS AND EMPLOYEE ASSOCIATIONS

Any employer approached by employees who have indicated they have formed their own association or trade union and are seeking voluntary recognition for purposes of negotiating a collective agreement covering terms and conditions of employment, or if an employer is approached by a business agent from a recognized trade union also seeking voluntary recognition, for information the employer should contact:

The Board of Industrial Relations
503 I.B.M. Bldg.
10808 - 99 Avenue
Edmonton, Alberta T5K 0G2
Ph. 427-8547

For information regarding arbitration, conciliation or mediation, contact:

Management and Conciliation Services
or: Conciliation and Mediation Services
9th Floor, I.B.M. Bldg.
10808 - 99 Avenue
Edmonton, Alberta T5K 0G5
Ph. 427-6327

Chapter Six

Taxes

The three levels of government in Canada, federal, provincial and municipal, have distinct responsibilities and taxing authority as given by the British North America Act of 1867. Concerns of national import were placed under federal jurisdiction. The Federal Government was given general taxing powers and levies income tax, capital tax, excise and sales tax and customs duties. The provinces were given authority for the administration of justice, education, lands and property and civil rights but were restricted to applying "direct taxes" within the province for provincial purposes. Some provincial responsibilities have been delegated to municipalities which levy taxes upon real estate and business, usually on the basis of the value of the property occupied and the type of business conducted.

The Federal Government is responsible for collecting all income taxes but rebates a percentage to Alberta. Income taxes must be paid by all individuals and corporations resident in Canada from all sources of income received or receivable during the taxation year, less certain deductions. Individuals and branches of foreign companies doing business in Canada are liable for Canadian income tax on profits derived from their business operations here.

Alberta has the lowest rates of personal and small business income tax in Canada.

As of 1979 the combined federal and provincial income tax rate for corporations in Alberta on net profits is 47% and if the income was from manufacturing or processing the rate is 41%.

LIMITED COMPANIES

The following table illustrates the deductions available to Alberta resident Canadian-controlled private corporations on active business income of $150,000 per year and up to $750,000 in accumulated surplus. These limits apply to the combined income of associated companies where common ownership occurs and not to the individual companies.

	TAX RATE	
Federal & Provincial tax payable	47%	
Federal small business deduction	21%	
Alberta small business deduction	6%	
Tax rate payable		20%
Manufacturing or processing deduction	5%	
Tax rate payable		15%

These deductions are not available for investment income, to public companies, their subsidiaries or foreign-controlled companies. If a Canadian-owned business which has been taking advantage of these deductions is sold to a non-resident, the credit becomes repayable over five years.

Other forms of income such as interest royalties, capital gains, dividends are handled differently. Because business taxes are complicated and constantly changing, it is recommended that additional information be obtained from an accountant or Revenue Canada-Taxation.

Unlike individuals, corporations may have a taxation year end other than the calendar year end. The corporation calculates and pays its tax on the basis of this period. In simplified terms, a corporation must pay at the end of each month of its fiscal period either one twelfth of its estimated tax for the year or one twelfth of the tax paid in the previous taxation year. After the year end, the corporation calculates its actual tax for the year and within two months of the year end, pays any balance owing in addition to the installments, except where the small business deduction was claimed in the previous year, in which case, a three month period is allowed. If there is no tax owing, the corporation has up to six months after the fiscal year end to file its return.

Profits and losses may be offset over a seven year period. Business losses may be carried back one year or forward five years and be deducted in computing taxable income.

Taxation on foreign sources of income or on foreign companies operating in Canada can be complicated and it is best to consult with an accountant or to contact Revenue Canada — Taxation.

Every person resident in Canada has to pay personal income tax on income earned inside or outside Canada. For Alberta, the provincial rate is 38.5% of the basic federal tax, which is collected by the Federal Government and remitted to the Alberta government. Federal and provincial income taxes are paid together and only one return is required.

PROPRIETORSHIPS AND PARTNERSHIPS

Proprietorships and partnerships can deduct the same expenses as corporations from taxable income, i.e. those expenses incurred in pursuit of earning business income. Partners are taxed personally on their share of the business income of the partnership. Proprietors or partners must remit quarterly tax payments in advance after making allowances for approved deductions. Four installments must be made — one on March 31, June 30, September 30 and December 31. Each installment must be equal to one quarter of either the taxpayer's estimate of his tax for the year or his tax for the previous year. The taxpayer calculates his actual tax for the year on or before April 30 of the following year and pays any amount he owes in excess of the installments or claims a refund.

For further information contact Revenue Canada-Taxation

EDMONTON 9820 - 107 Street
T5K 1E8
Ph. Individuals (Sole Proprietorships) — 420-3510
Individual Companies — 420-3573

CALGARY Calgary Public Bldg.
220 - 4 Avenue S.E.
T2G 0L1
Ph. 231-4101

CAPITAL COST ALLOWANCES (DEPRECIATION)

Depreciation is applied when deductions against taxable income can be made for capital assets acquired for the purpose of earning income. The reasoning is that capital assets wear out over time and must be replaced. Equipment purchased after May 8, 1972 to be used to manufacture goods for sale or lease in Canada can be fully depreciated in two years. Other items commonly depreciated and their rates of depreciation on a diminishing balance basis include: frame buildings at 10%, cement block or brick buildings at 5%, vehicles at 30%, certain contractors' equipment at 50%, and general production equipment at 20%.

For further information contact Revenue Canada — Taxation (addresses given on page 33).

SALES TAX

If a manufacturer sells more than $50,000 worth of goods per year, a sales tax of 9% is imposed under the Excise Tax Act on the selling price of all goods manufactured or produced in Canada with the exception of those goods specifically exempted. The federal sales tax rate on building materials is at the reduced rate of 5%. All manufacturers and producers of those goods subject to sales tax are required to obtain a manufacturer's sales tax licence.

NOTE: Income taxes can be an important but complicated aspect of running your business. To protect your best interests, it could be advantageous to consult with an accountant.

A sales tax of 12% is imposed under the Excise Tax Act on the selling price of all goods manufactured or produced in Canada with the exception of those goods specifically exempted. The federal sales tax rate on building materials is at the reduced rate of 5%. All manufacturers and producers of those goods subject to sales tax are required to obtain a manufacturer's sales tax licence.

Persons considered to be manufacturers or producers under The Excise Tax Act may purchase production equipment, processing materials and raw materials used directly in the production of their goods exempt of sales tax.

There are many goods exempted under The Excise Tax Act such as food, clothing and agricultural equipment. Persons engaged in the manufacture or production of these goods do not require a manufacturer's sales tax licence.

EXCISE TAX

Excise tax is a tax in addition to sales tax that is applied on the selling price of particular types of goods manufactured or produced in Canada such as jewellery, matches, cigarettes, tobacco and watches. Manufacturers and producers of excisable goods must operate under a manufacturer's excise tax licence as well as a manufacturer's sales tax licence. The same exemption benefits apply to production equipment and raw materials, etc., as mentioned in the section dealing with sales tax.

When a manufacturer or producer exports goods of his manufacture, no sales or excise taxes are payable.

All enquiries concerning federal sales and excise taxes should be directed to:

EDMONTON	District Excise Office 10055 - 106 Street T5J 2Y2 Ph. 420-3420
CALGARY	Regional Excise Office P.O. Box 2525 Station M T2P 3B7

CUSTOMS DUTIES

Importers do not need or require an import license. All imported goods are subject to customs clearance which might entail the payment of customs duties and taxes.

The system is complex, with many detailed regulations governing invoicing, classification of goods, import control and documentation. You are advised to seek information from the nearest customs office.

For information contact Revenue Canada — Customs Operations in Calgary, Red Deer, Medicine Hat, Lethbridge or in Edmonton at 9828 - 104 Avenue, T5J 0J9, phone 420-3400

MUNICIPAL TAXES

Property taxes are levied at the local level on the owners of businesses. There is an assessment of 22% on buildings and improvements, and land is assessed at 65% of market value in all villages, towns and cities. The amount of tax payable depends upon the mill rate of the municipality. Some municipalities also levy a local business tax. For further information regarding property taxes, contact the local municipal authority or council for the area in which you locate.

BUSINESS RECORDS

From time to time, a businessman can expect to have the books and records of his company audited by various provincial and federal authorities. They include the Workers' Compensation Board; Revenue Canada — Source Deductions (for Unemployment Insurance, Canada Pension Plan and employee's income tax contributions deducted at source); Revenue Canada — Customs and Excise (for Federal sales tax) and Revenue Canada (for income tax).

Unless specific written permission from Revenue Canada — Taxation is obtained, all business records and supporting documents such as sales and purchase invoices, contracts, bank statements and cancelled cheques must be retained. They should be kept in an orderly manner at the place of business or designated record office. The books must be kept until a tax and payroll audit have been completed or at least four years after the taxation year covered and, at that time, permission to destroy the records may be given.

Some records must be kept indefinitely. These include the minute book of meetings if the company is incorporated, share records, general and private ledger sheets, special contracts and agreements, and the general journal if it is essential to the understanding of the general ledger entries.

Chapter Seven

Patents, Copyrights, Trademarks and Industrial Designs, and Other Items of General Interest

The laws concerning patents, trademarks, copyrights and industrial designs can be complicated and it is usually advisable to seek professional help from registered patent and trademark attorneys. The major purpose of these laws is to allow the inventor to exploit the commercial applications of his work by protecting his invention from duplication by others for a limited time.

PATENTS

A patent can be issued for up to 17 years, depending upon the nature of the product, during which time it excludes others from using a person's invention in Canada. The invention may be for a new machine, article, process or other technological developments or improvements that would not have been obvious beforehand to specialists in the technology being considered.

Canadian patents only provide protection in Canada, but Canadians may patent abroad. No annual fees are required to renew a patent. Patented inventions must be worked in this country within three years of patenting. Manufacturers considering producing new products should first check to ensure that no patents will be infringed upon.

Information on filing applications for patents, as well as a copy of The Patent Act, may be obtained from the Commissioner of Patents, Department of Consumer and Corporate Affairs, Ottawa-Hull, Canada K1A 0E1.

TRADEMARKS

A trademark is a distinguishing mark, work or design used in association with particular goods or services. A trademark must be used before it can be registered. A registered trademark endures for 15 years and can be renewed.

There are certain regulations governing trademark registration. Information can be obtained from the Registrar of Trademarks, Department of Consumer and Corporate Affairs, Ottawa, Ontario.

COPYRIGHTS

The original of every literary, dramatic, musical or artistic piece is automatically protected by copyright upon creation. The copyright applies in all countries signatory to the International Copyright Convention, including the United States and Britain, providing that the artist is a citizen of one of those countries.

The term of copyright for written works is the life of the author plus 50 years. For sound recordings and photographs, it is 50 years from the date of the original negative or recording. For further information, contact the Commissioner of Patents, Ottawa-Hull, Canada K1A 0E1.

INDUSTRIAL DESIGNS

The outward appearance of an article of manufacture, i.e. its particular shape, pattern or ornamentation, may be registered as an industrial design. A registered industrial design cannot be identical or similar to others already registered.

Registration provides exclusive rights to the design for five years, and can be renewable for an additional five years. To register a design, you must file a drawing and description with the Commissioner of Patents, Ottawa-Hull, Canada K1A 0E1.

METRIC CONVERSION

In 1970, the federal parliament unanimously endorsed the White Paper on Metric Conversion whereby length, weight, quantity, mass, temperature and other units of measurement will be changed to the metric system. Well over 95% of the world's population is using or converting to the metric system.

The changeover to the metric system is being gradually implemented and is being scheduled for completion by 1980. It is important to be aware of the changes that are taking place for it may be necessary to modify the company's operations to comply with the new system. For further information on how metric conversion may affect a business, contact the Metric Branch, Alberta Government Services, 12th Floor, Park Square, Edmonton T5J 3C1 or phone 427-2626.

PACKAGING AND LABELLING

The federal Department of Consumer and Corporate Affairs regulates packaging information on all prepackaged consumer products. The following information, in French and English, must be clearly visible on the label of prepackaged products:

- the identity of the product;
- the product's net quantity in metric units or Canadian units of measure;
- the identity and principal place of business of the manufacturer or the person for whom the product was manufactured.

The Precious Metals Marketing Act regulates articles made wholly or partly of precious metals such as jewellery, silverware, watches and pens. All hazardous or dangerous products must be marked according to the Hazardous Products Act. The Textile Labelling Act requires that textiles be labelled with the fibre content for wearing apparel, fabrics sold by the piece, and household textiles. This act also regulates the advertising, sale and importation of all consumer textile fabric products. Contact the federal Department of Consumer and Corporation Affairs for further information regarding packaging at 10225 - 100 Avenue, Edmonton T5J 0A1.

WEIGHTS AND MEASURES

All equipment which weighs or measures products such as scales and pumps must be inspected and approved by the federal Department of Consumer and Corporate Affairs, 10225 - 100 Avenue, Edmonton T5J 0A1.

New equipment requiring installation is inspected when operational but prior to commercial use. Movable equipment can be inspected before shipping but notify the department when the equipment is in place. If used equipment is acquired, the department must also be notified.

Inspectors of the Weights and Measures Branch of the Federal Department of Consumer and Corporate Affairs make regular surprise inspections to ensure that the equipment is accurate. Therefore, you are required to keep them notified as to the whereabouts of the equipment.

IMMIGRATION AND CITIZENSHIP

Canada and Alberta welcome permanent settlers who have the necessary "know-how" and capital to establish a business.

If Canadian immigration authorities are satisfied about the feasibility of the business proposal and all other immigration requirements such as good health, good character, etc., are met, it is possible that landed immigrant status will be granted.

It is necessary to apply for landed immigrant status while still outside Canada. Full citizenship can be applied for after three year's residence in Canada as a landed immigrant. Further information may be obtained from the nearest Canadian embassy or consulate or by writing the Department of Manpower and Immigration, Ottawa, Ontario. In Alberta, contact any one of the Canada Immigration Centres.

CHECKLIST FOR STARTING A BUSINESS IN ALBERTA

- If you intend to operate as a sole proprietor or partnership, register your business name with Central Registry, Department of the Attorney General. If you are going to incorporate your business, contact the Companies Branch, Alberta Consumer and Corporate Affairs.
- Contact the local zoning or licensing authority in your city, town or municipality to obtain local operating sanctions.
- Obtain the proper provincial and/or federal licenses. For most businesses, this would mean contact the licensing section of the Consumer Relations Division, Alberta Consumer and Corporate Affairs.
- All manufacturers or producers of goods (including re-manufacturers and re-builders) subject to federal sales tax must obtain a license from Revenue Canada — Excise.
- Register your company with the Workers' Compensation Board.
- Contact Revenue Canada — Source Deductions Section, to obtain an employer's account number for Unemployment Insurance and Canada Pension Plan deductions.
- If you employ five or more people, register with the Health Care Insurance Commission.
- Ensure that you comply with the pertinent labour regulations, contacting the Labour Standards Branch of Alberta Labour.
- Contact the federal Department of Manpower and Immigration if assistance is required to locate and/or train new employees.
- As discussed in Chapter Three, some businesses require special licenses or permits. For those projects which are large in nature, contact the Department of Economic Development for special guidance.
- You are encouraged to contact the local Business Development Representative whose offices are given on page 4 for individual business counselling.

Appendix

ADDRESSES TO OBTAIN SPECIAL LICENSES

FARM IMPLEMENT DEALERS
Farm Implement Act Administration
9th Floor, Agriculture Building
9718 - 107 Street
Edmonton, Alberta T5K 2C8
Phone: 427-2188

ARTIFICIAL INSEMINATION
Beef Cattle and Sheep Branch
8th Floor, Agriculture Building
9718 - 107 Street
Edmonton, Alberta T5K 2C8
Phone: 427-5304

BUSINESSES DEALING WITH POULTRY
Poultry Branch
8th Floor, Agriculture Building
9718 - 107 Street
Edmonton, Alberta T5K 2C8
Phone: 427-5089

SALE AND PROCESSING OF LIVESTOCK
Regulatory Services Branch
Provincial Building
Stettler, Alberta
Phone: 742-3034

BUSINESSES DEALING WITH MILK OR MILK PRODUCTS
Dairy Division
Provincial Building
Wetaskiwin, Alberta
Phone: 352-3306

SEED CLEANING
Field Crops Branch
5718 - 56 Avenue
Lacombe, Alberta
Phone: 423-4214

LIVESTOCK MEDICINE LICENSE
Animal Health Division
O.S. Longman Building
6909 - 116 Street
Edmonton, Alberta
Phone: 436-9340

MEAT INSPECTION & APPROVAL
Meat Hygiene
Veterinary Services Division
O.S. Longman Building
6909 - 116 Street
Edmonton, Alberta
Phone: 436-9340

HIGHWAY DEVELOPMENT
Alberta Transportation
Roadside Development Branch
9630 - 106 Street
Edmonton, Alberta T5K 2B8
Phone: 427-7068

SAWMILLS, TIMBER CUTTING OPERATIONS
Energy & Natural Resources
Timber Management Branch
12th South Tower Petroleum Plaza
108 Street & 99 Avenue
Edmonton, Alberta
Phone: 427-3559

NURSING HOMES
Hospital Services Commission
Centrewest
10035 - 108 Street
P.O. Box 2222
Edmonton, Alberta T5J 2P4
Phone: 427-6085

MINES, OIL AND GAS DRILLING PERMITS, PIPELINE CONSTRUCTION
Energy Resources Conservation Board
603 - 6 Avenue S.W.
Calgary, Alberta T2P 0T4
Phone: 261-8311

PRIVATE DETECTIVES, SECURITY AGENCIES AND GUARDS
Solicitor General
Law Enforcement Branch
7th Floor, Melton Building
10310 Jasper Avenue
Edmonton, Alberta T5J 1H8
Phone: 427-3458

RECREATION, PARKS & WILDLIFE
Fish and Wildlife Division
18th Floor, Centennial Building
10015 - 103 Avenue
Edmonton, Alberta T5J 1L7
Phone: 427-6742

CEMETERIES
Provincial Board of Health
4th Floor, Administration Building
98 Avenue & 109 Street
Edmonton, Alberta T5K 0C8
Phone: 427-2649

LIQUOR LICENSES
Liquor Control Board
12360 - 142 Street
P.O. Box 2360
Edmonton, Alberta T5J 2R4
Phone: 454-6521

COMMERCIAL TRUCKING AND BUS OPERATIONS
Motor Transport Board
Provincial Building
P.O. Box 5002
Red Deer, Alberta T4N 5Y5
Phone: 343-5260

EMPLOYMENT AGENCIES
Manpower Services Division
Devonian Bldg.
5th Floor, East Tower
11160 Jasper Avenue
Edmonton, Alberta T5K 0L1
Phone: 427-3659

THEATRES
Alberta Labour
General Safety Services Division
8th Floor, I.B.M. Building
10808 - 99 Avenue
Edmonton, Alberta T5K 0G5
Phone: 427-3680

INSURANCE AND REAL ESTATE

Consumer & Corporate Affairs
Insurance and Real Estate Branch
9th Floor, Capitol Square
10065 Jasper Avenue
Edmonton, Alberta T5J 3B1
Phone: 427-2244

HOMES FOR SPECIAL CARE, DAY CARE CENTRES, FOSTER HOMES

Social Services & Community Health
Homes & Institutions Branch
5th Floor, South Tower, 7th Street Plaza
10030 - 107 Street
Edmonton, Alberta T5J 3E4
Phone: 427-5955

PRIVATE SCHOOLS

Alberta Department of Advanced Education & Manpower
Trades School Administration Office
7th Floor, Devonian Building
11160 Jasper Avenue
Edmonton, Alberta T5K 0L2
Phone: 427-3846

PROVINCIAL AUTHORITIES

Alberta Health Care Insurance Commission
118 Avenue & Groat Road
Box 1080
Edmonton, Alberta T5J 2M2
427-1400

Apprenticeship Branch & Trade Certification
Alberta Advanced Education & Manpower
10926 - 119 Street
Edmonton, Alberta T5H 3P5
427-3722

Board of Industrial Relations
Alberta Labour
10th Floor, I.B.M. Building
10808 - 99 Avenue
Edmonton, Alberta T5K 0G5
427-8547

Tourism and Small Business
Capitol Square Building
10065 Jasper Avenue
Edmonton, Alberta T5J 0H4
427-3685

Department of Economic Development

Central Registry
Department of the Attorney General
15th Floor, Century Place
9803 - 102A Avenue
P.O. Box 1970
Edmonton, Alberta T5J 3E2
427-5104

Companies Branch
Alberta Consumer & Corporate Affairs
14th Floor, Century Place
9803 - 102A Avenue
Edmonton, Alberta T5J 3A3
427-2311

Co-operative Development Branch
Alberta Consumer & Corporate Affairs
Provincial Building
Stettler, Alberta
742-4481

General Safety Services Division
Alberta Labour
8th Floor, I.B.M. Building
10808 - 99 Avenue
Edmonton, Alberta T5K 0G5
427-3680

Labour Standards Branch
Alberta Labour
4th Floor, 10339 - 124 Street
Edmonton, Alberta T5N 3W1
427-3731

Management and Conciliation Services
or: Conciliation and Mediation Services
9th Floor, I.B.M. Building
10808 - 99 Avenue
Edmonton, Alberta T5K 0G5
427-6327

Worker's Compensation Board
9912 - 107 Street
Edmonton, Alberta T5J 2S5
427-1100

FEDERAL AUTHORITIES

Department of Consumer & Corporate Affairs 10225 - 100 Avenue Edmonton, Alberta T5J 0A1 420-2491	Packaging Weights and Measures
Commissioner of Patents Department of Consumer & Corporate Affairs Ottawa-Hull, Canada K1A 0E1	Copyrights Industrial Designs Patents
Registrar of Trademarks Department of Consumer & Corporate Affairs Ottawa, Canada K1A 0E1	
Department of Industry, Trade & Commerce 5th Floor, 9939 Jasper Avenue Edmonton, Alberta T5J 2W8 420-2944	Export Assistance Foreign Investment Review Board
Business Information Centre 5th Floor, 9939 Jasper Avenue Edmonton, Alberta T5J 2W8 420-2944 Zenith 0-3200	
Labour Canada 10225 - 100 Avenue Edmonton, Alberta T5J 0A7 420-2993	
Canada Employment & Immigration Commission 10210 - 107 Street Edmonton, Alberta 420-2207	Employment
Canada Employment & Immigration Commission 10506 Jasper Avenue Edmonton, Alberta T5J 2W9 420-2100	Immigration
Revenue Canada — Taxation 9820 - 107 Street Edmonton, Alberta T5K 1E8 Information: Individuals 420-3510 Limited Companies 420-3573	Income tax source deductions
Revenue Canada — Taxation District Excise Office #610, 10055 - 106 Street Edmonton, Alberta T5J 2Y2 420-3420	Sales and Excise Tax
Revenue Canada — Taxation Customs Operations	Customs
Revenue Canada — Taxation Customs Operations 9828 - 104 Avenue Edmonton, Alberta T5J 0J9 420-3400	Customs
Unemployment Insurance Commission 10704 - 102 Avenue Edmonton, Alberta T5J 0G2 420-2207	